



City of Miramar
Standard Facility Rental Application

Facility Requested/Event Location: _____ Date/s of Use: _____

Room Requested: _____

Estimated # of Participants: _____ Estimated # of Spectators (if applicable): _____

Name of Event: _____

Description of Event Activities: _____

Equipment/Set-Up Needs: _____

Set up Time: _____ Event Time: _____ Clean-Up Time: _____

Check all that apply: Beer ☐ Wine ☐ Liquor ☐

Public Event: Yes ☐ No ☐

Check One:

Private: ☐ Resident ☐ Non-Resident

NOTE: Standard Facility Rental applications submitted less than thirty (30) days from scheduled event date requiring the preparation of an Agreement must obtain pre-approval from Parks and Recreation Director or Designee and is subject to the event being rescheduled. No Advertisement of the event (i.e. athlete registrations, event flyers, notifications, etc.) is permitted until an Agreement is fully executed.

Initials of Organization Director/President/ or Authorized Signee

ORGANIZATIONS

Organization: ☐ Non-Profit ☐ Commercial: Miramar-based ☐ Commercial: Non-Resident

Name / Organization: _____

Who do you serve/population: _____

Website address (if applicable): _____

Renter

Name: _____

Address: _____

City _____

Alternate Designee (day of rental)

Name: _____

Address: _____

City _____ State _____ Zip _____

ALL APPLICANTS

Phone #: _____

Phone #: _____

Alternate Designee does not have negotiating rights or privileges

FOR CITY USE ONLY:				PAYMENTS RECEIVED:			
Base Rental Fee				Date	Amount	Balance	CK/MO/CC#
					\$ -	\$ -	
Lights					\$ -	\$ -	
Cleaning					\$ -	\$ -	
Field Lining					\$ -	\$ -	
Tax					\$ -	\$ -	
Security Deposit					\$ -	\$ -	
Total							
Additional Hours after Initial Rental				Final Payment due in full:			
Hrs	@	\$					
Bar			\$ -				
Tax							
GRAND TOTAL					\$ -		

SPONSORSHIP/HOST APPLICANTS

If this application is for an event related sponsorship request(s), I understand completing this form is not an agreement, but a request for City of Miramar for event accommodations. All request(s) will be reviewed and provided a response.

ALL OTHER APPLICANTS/APPROVED SPONSORSHIP/HOST APPLICANTS

I have received rules and regulations and understand them. I am responsible for the actions of my group and that non-compliance with the rules or local laws shall result in revocation of the application, loss of security deposit and refusal of any subsequent application for a period of time up to one year.

Name of applicant completing this form (*PLEASE PRINT*): _____

DATE: _____

Signature of applicant completing this form: _____

City Department Head or designee: _____

Police Department Rep.: _____

STAFF RESPONSE BOX: utilized for sponsor/host applicants

City Manager and/or designee: _____

Date: _____

☐ **Approved**
☐ **Disapproved**

Risk Manager: _____

Date: _____

☐ **Approved**
☐ **Disapproved**

STAFF CONTACT

Ansin Sports Complex:

Stephen Smith, Site Supervisor
954-602-4992

or

Alma Rogers, Athletic Coordinator
954-602-3364

Miramar Youth Enrichment Center:

Holly Hicks, Site Supervisor
954-602-4784

Sunset Lakes Community Center:

Janine Alleyne, Site Supervisor
954-602-3342

Miramar Regional Park:

Jeff Hughes, Regional Park Manager
954-883-6951

or

Sylvester Johnson, Site Supervisor
954-883-6950

Vizcaya Park:

Reginal Taylor, Site Supervisor
954-883-6791

Multi-Service Complex:

Randy Kaiser, Site Supervisor
954-889-2704

Town Center:

Lolita Dunn, Special Events Coordinator
954-602-3325

Aquatics:

Jorge Valls, Aquatics Coordinator
954-883-6956